

Approved For Release 2007/06/15 : CIA-RDP86B00689R000300090005-4

**Page Denied**

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Information Services Comments on the Draft 1982 Strategic Plan

FROM:

Director of Information Services  
1206 Ames Building

EXTENSION

NO.

DATE

13 SEP 1982

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Information Handling  
Systems Architect

13 SEP 1982

NS

Concl: Looks like a  
very helpful input.  
NS

Changes considered  
and incorporated  
as required.

NS 16 Sep 82

S-E-C-R-E-T

13 SEP 1982

MEMORANDUM FOR: Information Handling Systems Architect

FROM:

Director of Information Services

25X1

SUBJECT: Office of Information Services Comments on the  
Draft 1982 Strategic Plan

1. The Office of Information Services is in general agreement with the proposals set forth in Section H, Information and Information Resource Management, of the 1982 Strategic Plan prepared by your office.
2. We do, however, have the following comments and suggested wording changes to clarify several of the concepts in this section:

Part 1. Introduction

First paragraph - "We are fast approaching the time when a much higher percentage of record copies will be in electronic form requiring [originator indexing and life cycle management information and] extensive use of automated archival and destruction capabilities."

Third paragraph - "Implied is the need for a coordinated data base administration function and standards for [indexing, life cycle management,] file design, data naming and maintenance."

Part 2. Summary of Plan

Second paragraph - "Information management is concerned with the control of information [indexing, life cycle management,] storage, file design, and retrieval."

Part 3c. Archiving

A conscious effort must be made to distinguish between back-up tapes which in actuality are vital record copies rather than archival copies, since they have not undergone the records appraisal and scheduling process. There will continue to be a requirement for back-up vital record tapes to provide insurance against any untoward happenings in the computer center.

Suggested changes toward this end are indicated on the attached copy.

Unclassified When Detached  
From Attachment

S-E-C-R-E-T

Part 4a. Information Management

First paragraph - "This guidance for electronic information will necessitate new [methods for applying the] definitions of 'record' and 'record copy'...."

Part 4c. Electronic Information Archiving

ADSTAR as it is currently constituted cannot be considered a microfiche-based system. Although it has a microfiche output capability, the ADSTAR system utilizes 16mm roll microfilm as the information storage medium. Moreover, ADSTAR cannot be used as an indexing system. The retrieval capability of ADSTAR depends on an externally provided document number. All indexing associated with ADSTAR retrieval tasks is maintained in the AEGIS/RECON system maintained by the Office of Central Reference (OCR), DDI, as the index to all source intelligence documents received by the Agency. In the AEGIS/RECON system, the index data also is keyed to the document number. Searches of AEGIS/RECON produce a listing of document numbers which meet the search criteria. The document numbers are passed to the ADSTAR system which retrieves the specified documents and provides the capability of hard copy, soft copy, or microfiche output to satisfy the requester's requirements. All indexing of intelligence documents is done by an OCR indexing unit.

In order for current ADSTAR technology to serve as an archival system for some portion of our electronic information, manual indexing of electronic records must take place. Requiring originators to provide some level of indexing and life cycle management information within the electronic mail system could allow automatic archiving of that class of electronic information. However, information contained in computer systems and data bases would require some degree of indexing associated with a control number to allow use of ADSTAR as an archiving system.

Part 4d. Standards Development

"File or data base development, such as a File Schema or File Maintenance Plan [including the life cycle management of data disposal and historical archiving]"

3. The approach taken in the 1982 Strategic Plan addresses major areas of concern in Information Management and Information Resource Management, and we look forward to working with the IHSA staff to accomplish the objectives outlined in the Plan.

25X1

Attachment:  
As stated